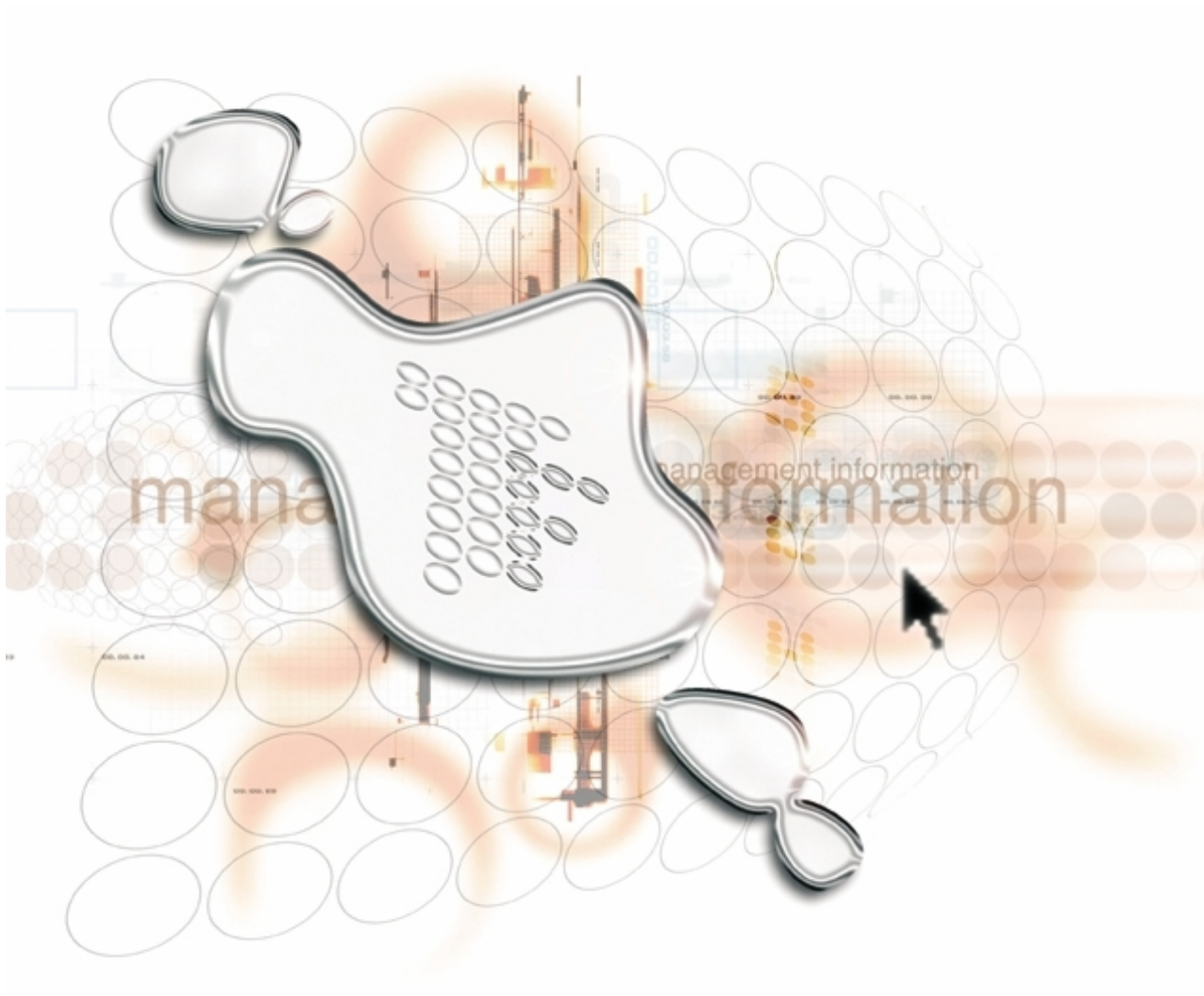


the**technologyforge**



# **Hazards User Manual v2.1.01**



**tf. facility**

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# 1 tf. facility Background

tf. facility is a premises register that contains detailed information on entities such as sites, buildings, blocks and spaces. This data can be fully integrated with other modules such as Suitability, Sufficiency, DAA (Disability Access Audit) and Hazards, amongst others. There is also the capability to link documents and drawings, including linking CAD drawings to import data in to the system.

tf. facility enables you to easily manage the information entered, it provides full reporting and analysis, and automates and facilitates the tasks involved in managing a variety of establishments.

tf. facility has been developed to conform to DfES requirements and therefore a number of standard outputs have been developed which will streamline the production of electronic data exchange.

The system also makes extensive use of Microsoft products such as Word and Excel to output data quickly and easily. We therefore recommend that you ensure that these products are available on your system.

Some tasks are considered to be the responsibility of the System Administrator; these include the setting up of look-up data, and the managing of user permissions and system security.

## 2 Introduction to the Hazards Module

The **Hazards** module is designed to accommodate a collection of registers defined by a particular hazard. The most common use of our hazard register is for tracking and recording the presence of Asbestos Containing Materials (ACM's). This has been developed in conjunction with the recommendations of MDHS 100 (correct at time of print – 2002). Other hazard types can be set up by the systems administrator e.g. confined space, IT equipment. For the purposes of this manual we will use the asbestos register as an example and show example data from MDHS 100.

Before using the Hazards module it is a pre-requisite that you are familiar with the standard features of tf. facility. An outline of interface rules and system functions can be found under the **Introduction to tf. facility** section of the **Asset Management Manual**.

The module requires that the property register contain data so a hazard can be associated with a particular building or space. The module enables you to record, monitor and maintain hazards associated with properties or assets.

**Hazard Surveys** are performed at **Block** level. Any hazards detected or presumed are recorded during the survey. **Sample**, **Action**, **Risk Assessment** and **Inspection** details can be documented against a hazard. It is also possible to record instances of **No Hazards** found in a room or **No Access** to a room.

The hazard information is recorded and accessed via the main screen of tf. facility. The Hazards module can be found on the tree structure in the left hand pane of the screen. Figure 2.1 shows an example of the structure.

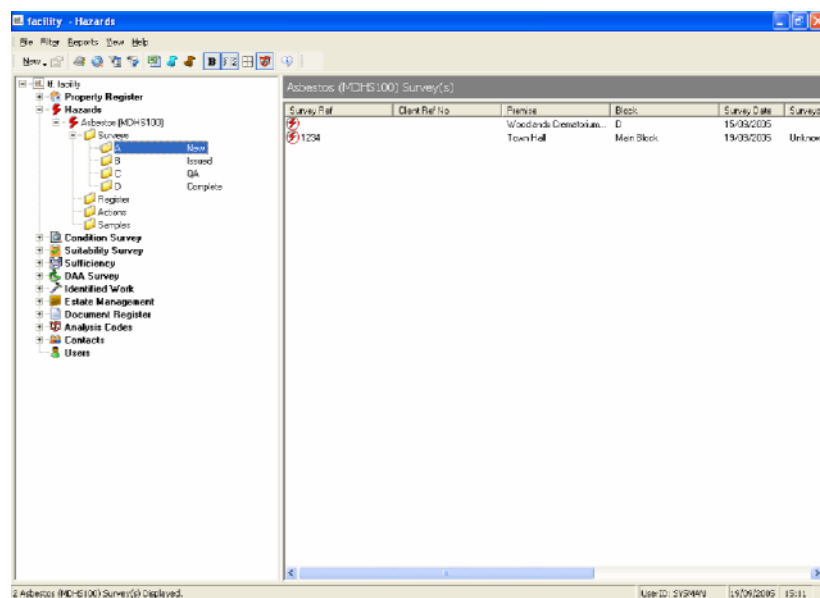


Figure 2.1

Each level of the tree can be accessed by the plus buttons to the left of the modules. The Hazards module on the tree may consist of one or more **Survey Types** (e.g. Asbestos, Confined Spaces).

The first level below the type is **Surveys**, where the main surveys are contained. Each status folder (**A – New**, **B – Issued**, **C – QA** and **D – Complete**) enables the management of the surveys. For example a Survey is created at the **A – New** status, then moved to **B – Issued** where the data collected is then entered. The survey can then be moved to **C – QA** if the survey is to be verified and to **D – Complete** when the survey data is complete. See section 3.6 for more details on moving the surveys between each status.

The **Register** folder on the tree structure contains a complete list of all the Hazards recorded against the Survey Type, while the **Actions** folder shows every Action recorded.



**Hint**

The first one hundred records are displayed on the list views (**Register** and **Actions** folders) in the right hand pane of the screen. When this is exceeded **More** and **All** buttons will be apparent at the top right of the pane. Use these buttons to view any additional records.

## 3 Hazard Surveys

### 3.1 Introduction

Hazard Surveys are performed at Block level. When created, a **Hazard Survey** form holds all survey details and hazard items recorded during the survey.

### 3.2 Creating a Hazard Survey

Select the **Hazard Type** by operating the plus button to the left of the **Hazard** module on the property Tree. Select the **Surveys** folder via the plus button for the hazard type (e.g. asbestos). Highlight the **A - New** status level, then with the mouse in the right pane, right click the mouse and select **New** from the context sensitive menu (see figure 3.2.1).

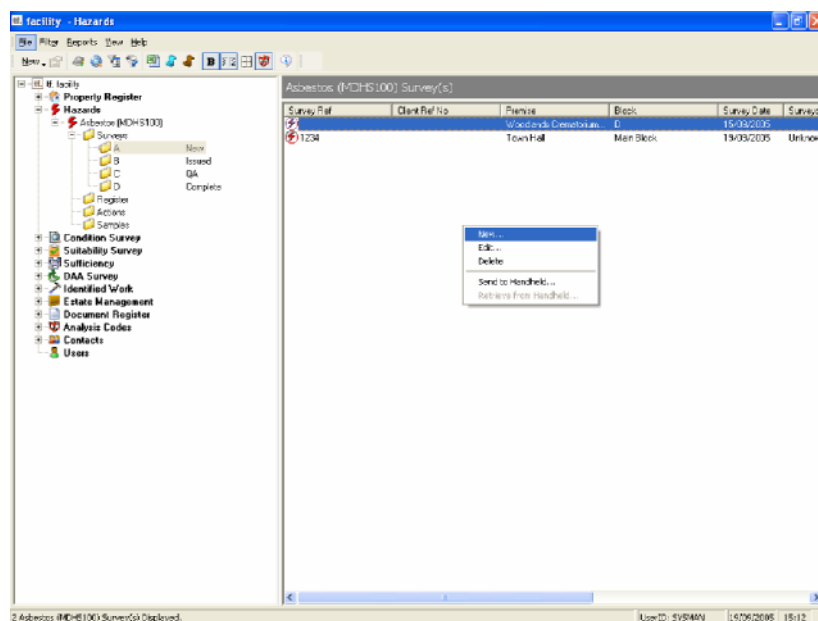


Figure 3.2.1

Using the plus buttons, select a **Block** from the tree on the **Select Block** form via the plus buttons and click **OK**. This will activate the **Hazard Survey** form (see figure 3.2.2).

**Note:** Use the **Search** field at the bottom of the form by entering your criteria and selecting the ellipsis button.

The screenshot shows a window titled "Hazard Survey" with a "New" button in the top right corner. Below the title bar is a "Location:" label followed by a text box containing "02548 - Town Hall - Main Block". Below this is a tabbed interface with five tabs: "Details" (selected), "Survey Items", "No Access", "No Hazard", and "User Defined". The "Details" tab contains several input fields: "Survey Ref:" (empty), "Client Ref No:" (empty), "Survey Type:" (a dropdown menu), "Surveyor:" (a text box with an ellipsis button), "Sampler:" (a text box with an ellipsis button), "Survey Date:" (a date picker showing "19/09/2005"), "Comments:" (a large text area), "Non-Hazard Comments:" (a text area), and "Inspection Comments:" (a text area). At the bottom of the window are five buttons: "Delete", "Status/History...", "Technical Report...", "Save", and "Close".

Figure 3.2.2

### 3.2.1 Details Tab

On the **Details** tab enter the **Survey Ref**. This field is auto-populated with **(NEW)** when a new hazard survey is created. Each survey must have a unique survey ref. and is a mandatory field. Enter a **Client Ref No** (this is optional). Choose a **Survey Type** from the drop-down list. This is also a mandatory field.

Select a **Surveyor** via the ellipsis button. This is a mandatory field. Select a **Sampler** if desired.

The **Survey Date** will be automatically populated with today's date. This can be changed to another date. Enter any notes in the **Comments**, **Non-Hazard Comments** or **Inspection Comments** text boxes.

### 3.2.2 Survey Items Tab

The **Survey Items** tab lists and hazards recorded against the surveys (see figure 3.2.3). Section 4 of this manual details how to do this.



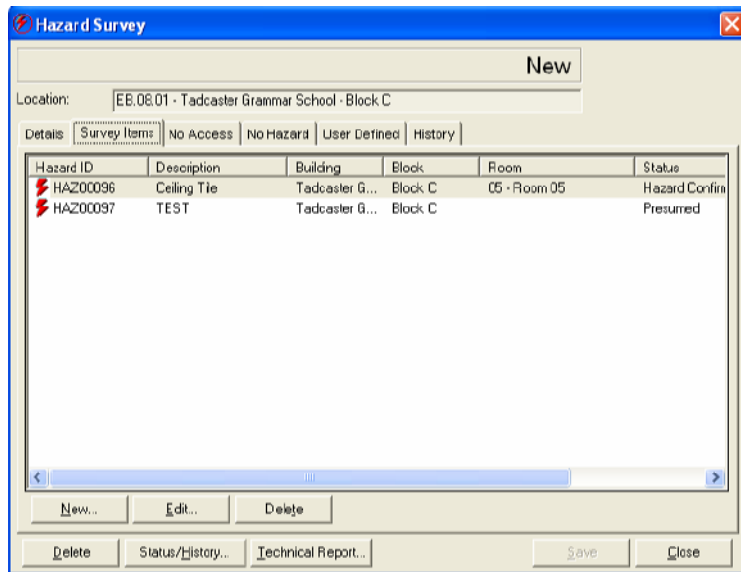


Figure 3.2.3

### 3.2.3 No Access Tab

Any rooms or sections of a room can be recorded and will be displayed on the **No Access** tab (figure 3.2.4). Section 5 of this manual gives more details.

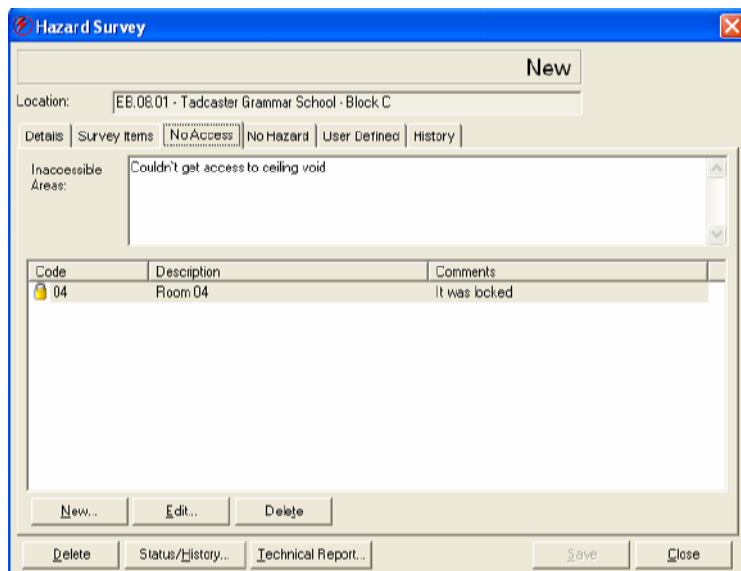


Figure 3.2.4

### 3.2.4 No Hazard Tab

Finally, the **No Hazard** tab (figure 3.2.5) lists any rooms where it is certain that a hazard does not exist (see section 6 for more details).

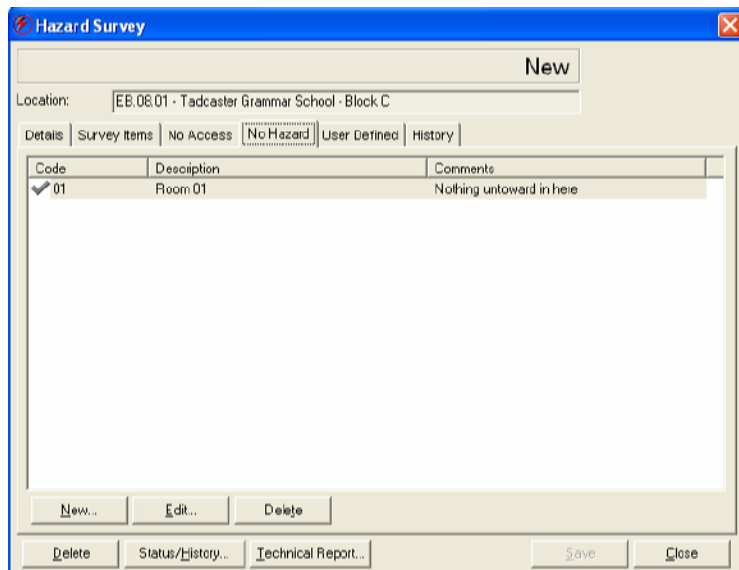


Figure 3.2.5

### 3.2.5 User Defined Tab

The **User Defined** tab is designed so that the system administrator can define fields. The options available for customising are look up fields (drop down menus), text fields and check boxes.

### 3.2.6 History Tab

The **History** tab (fig 3.2.6) records when the survey is amended. For example, when the date and time that the survey record was created. It also records when **No Access** or **No Hazard** records are added or removed and for which room. This enables rooms to be audited, e.g. if a room once had no access, but now a Hazard has been recorded against it, this will be detectable on the History tab.

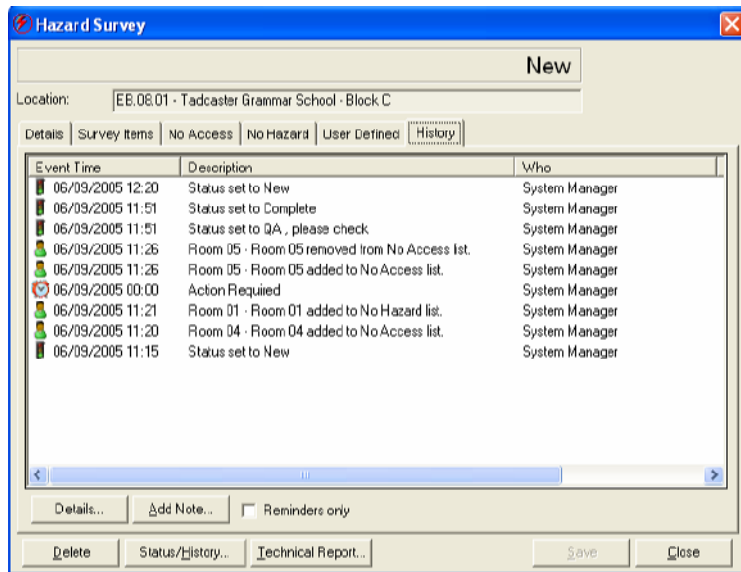


Figure 3.2.6

### 3.3 Creating Multiple Surveys

To create multiple surveys, select **New** to open the **Select Block** form (as explained in section 3.2). Use the plus buttons to expand the levels to see the blocks for the properties that the surveys are to be created for. Then while holding down the **Ctrl** key on the keyboard use the mouse to select each block.

Figure 3.3.1 shows an example of multi-selected blocks. Click **OK** to create the surveys. A message will confirm how many surveys have been created. All surveys created in a batch will have the Survey Ref. **(New)**. However, these will need to be changed to a unique number once data is added to the survey.

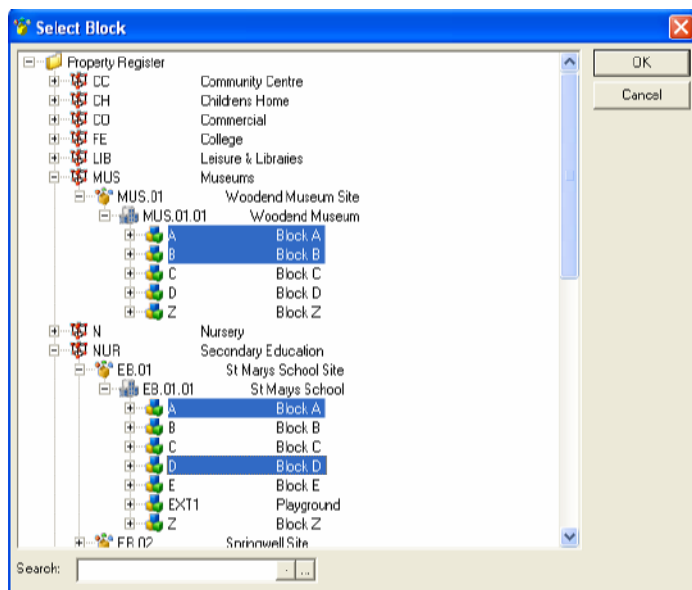


Figure 3.3.1

## 3.4 Technical Report

On the Hazard Survey form there is the facility to produce a technical report for all the Hazards recorded as part of the survey. To activate the report, select the Technical Report button at the bottom of the Hazard Survey form. This will produce the report. See sections 7.1 and 4.2 for more information on Technical Reports and linking picture files.

### 3.5 Editing a Hazard Survey

To edit a **Hazard Survey**, select the survey from the list view on the main tf. facility screen. Highlight the survey in the right pane, right click the mouse and select **Edit** from the context sensitive menu. This will open the **Hazard Survey** form.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

### 3.6 Deleting a Hazard Survey

To delete a **Hazard Survey**, select the item from the status on the list view. Right click the mouse and select **Delete** from the context sensitive menu.

***Note:** A **Hazard Survey** cannot be deleted until all the records attached to the survey have been deleted.*

### 3.7 Changing a Surveys Status

Each status on the main tf. facility screen enables the surveys to be managed. To change the status of a Survey select the **Status/History** button at the bottom of the **Hazard Survey** form. This will activate the **Hazard Survey Status** form (figure 3.6.1). Use the drop-down menu on the **New Status** field to select the correct status and click **OK**. The survey will then appear under the correct status on the tree structure of the main tf. facility screen.

Event Time	Description	Who
06/09/2005 12:20	Status set to New	System Manager
06/09/2005 11:51	Status set to Complete	System Manager
06/09/2005 11:51	Status set to QA , please check	System Manager
06/09/2005 11:26	Room 05 - Room 05 removed from No Ac...	System Manager
06/09/2005 11:26	Room 05 - Room 05 added to No Access ...	System Manager
06/09/2005 00:00	Action Required	System Manager
06/09/2005 11:21	Room 01 - Room 01 added to No Hazard ...	System Manager
06/09/2005 11:20	Room 04 - Room 04 added to No Access ...	System Manager
06/09/2005 11:15	Status set to New	System Manager

Figure 3.6.1

## 4 Hazards

### 4.1 Introduction

The **Hazard** form is used to record the details and location of any presumed or known ACM's in a block or room. The form also enables you to input and analyse associated sampling, identification, assessments and quality control checks.

Technical reports can also be created to present the results of the recorded hazard. The report uses the most current data from the form.

### 4.2 Adding a new Hazard

To add a hazard, select the **New** button on the **Survey Items** tab of the **Hazard Survey** form. This will activate the **Hazard Form** (figure 4.2.1).

Enter a **Description** if necessary. This field is an optional field.

Click on the **Save** button. This will generate a unique **Hazard ID** at the top left of the form. The number sequence is set up by the systems administrator.

Enter the **Position** of the hazard and an **ID** if desired and tick the **ID Label Attached** check box if necessary.

Figure 4.2.1

### 4.2.1 The Details Tab

Select a **Block** or a **Room** via the ellipsis on the **Location** field to identify the position of the Hazard. This is a mandatory field. The **Upper Location** will be automatically populated.

A **Plant** Item can be chosen if the hazard relates to a particular asset. The **Identified By** field will be automatically populated with the **Surveyor** inputted on the **Hazard Survey** form. This may be changed if necessary.

The **Identified Date** field will be populated by today's date, but may be changed. Select a **Material** and **Sub-Type** from the drop down menu and enter any notes in the **Comments** text box. These fields are optional.

### 4.2.2 The Documents Tab

A document e.g. a photograph can be linked to the hazard by clicking on the **New Link** button on the **Documents** tab. This will load the **Linked Documents** form (figure 4.2.2).

Figure 4.2.2

Enter a **Description** and select a **Document Type** from the drop down menu. These are mandatory fields. The **Document Date** field will be populated with today's date when the form is saved if a date is not entered.

All the fields on the **Details** and **User Defined** tabs are optional. To link a document search for the **Document Path** in the system via the ellipsis button. To view the document either double click on the document or press the **View** button.

When linking a document to a hazard it is possible to specify a default document. Highlight the correct document and click the **Set As Default** button. If the document is a picture file it will appear on any **Technical Reports** produced regarding the hazard. See section 7 of this manual for more on **Technical Reports**.

### 4.2.3 User Defined Tab

The **User Defined** tab is designed so that the system administrator can define fields. The options available for customising are look up fields (drop down menus), text fields and check boxes.

### 4.2.4 History Tab

The **History** tab provides an event log of the hazard, for example status changes and any notes associated with the hazard (see figure 4.2.3). To view all the information for an event, highlight the event and click the **Details** button. To enter any additional information click on the **Add Note** button. Enter the details in the text box and **Save** then **Close** the form.

**Hazard - Asbestos (MDHS100)**

**HAZ00098** **Presumed**

Description: Thermal Insulation  
Position: Underside of Roof  
ID: 1234 ☒ ID Label Attached Next Inspection:   
Risk Assessment: Category: A Risk: High Range: 15 - 9999 Last Updated: 20/09/2005

Details Documents Sample Assessment Actions Inspections User Defined **History**

Event Time	Description	Who
20/09/2005 12:33	Risk Assessment 'HAZ00098/001' Created	System Manager
20/09/2005 12:33	Status set to Presumed	System Manager
20/09/2005 12:33	Created	System Manager

Details... Add Note... ☐ Reminders only

Delete Status/History... Technical Report... Save Close

Figure 4.2.3



## 4.2.5 The Hazard Register

The **Register** folder on the main tf. facility screen (see figure 4.2.4) displays every hazard recorded against the **Survey Type**. On this list view, use the **Details** drop-down on the toolbar at the top of the screen to view additional columns. To sort by a particular column, click on the column header e.g. location.

Hazard ID	Description	Status	Building	Block	Room
HAZ00067	Flaming	Strongly Presumed	Tadcaster Grammar S.	Block A	A128 - Class
HAZ00068	Cement Products	Hazard Not Detected	St James Secondary	Block A	A3 - Boiler
HAZ00069	Textiles	Presumed	Guiseley Secondary	Block A	1 - Canteen
HAZ00070	Paper	Hazard Removed	St Marys School	Block A	A3 - Junior
HAZ00071	Milboard	Presumed	St Marys School	Block A	A15 - Junior
HAZ00072	Friction Products	Presumed	St Josephs Secondary	Block A	A7 - Hallway
HAZ00073	Loose Insulation	Presumed	Cowen End Secondary	Block A	3a - Dining
HAZ00074	Sprayed Coatings	Presumed	St Michaels Secondary	Block A	
HAZ00075	Sprayed Coatings	Hazard Confirmed	Wetherby Asset	Block A	ST - WEC
HAZ00076	New Hazard Item	Presumed	Nursery Asset	Block A	
HAZ00077	New Hazard Item	Presumed	Cloudburst Secondary	Block A	
HAZ00078	New Hazard Item	Presumed	Cloudburst Secondary	Block A	
HAZ00079	New Hazard Item for Emap	Presumed	Cloudburst Secondary	Block A	A10 - Boiler
HAZ00080	New asbestos item	Presumed	Cloudburst Secondary	Block A	A1 - Floor
HAZ00081	Asbestos M4	Presumed	Springwell Secondary	Block A	
HAZ00082	Asbestos M4	Presumed	Springwell Secondary	Block A	
HAZ00083	Asbestos M4	Presumed	Springwell Secondary	Block A	
HAZ00084	New Hazard Item	Presumed	Five Lanes School	Block A	
HAZ00085	As	Strongly Presumed	St Marys School	Block A	A15 - Junior
HAZ00086	Description	Presumed	St Marys School	Block A	
HAZ00087	Description	Presumed	Field Head Secondary	Block A	
HAZ00088	Description	Hazard Not Detected	Field Head Secondary	Block A	
HAZ00089	Description	Presumed	Conwell Asset	Block A	
HAZ00090	Hazard Item Note	Strongly Presumed	St Marys Secondary	Block A	
HAZ00091	New Hazard Item	Hazard Not Detected	Kelby Leisure Center	Block A	
HAZ00092	New Hazard Item	Presumed	Woodland Museum	Block A	A3 - Compu
HAZ00093	HAZ00093	Presumed	Mission Lane	Ladies	1 - Tennis
HAZ00094	Suspect roof tile	Presumed	Pendleton High School	Block A	A11 - Lunch
HAZ00095	Ceiling Tiles	Hazard Confirmed	Tadcaster Grammar S.	Block C	05 - Room C
HAZ00096	TEST	Presumed	Tadcaster Grammar S.	Block C	
HAZ00097	Thermal Insulation	Presumed	Pendleton High School	Block A	A13 - Class
HAZ00098	Thermal Insulation	Presumed	Pendleton High School	Block A	A16 - Corrid
HAZ00099	Thermal Insulation	Presumed	Pendleton High School	Block A	

Figure 4.2.4

## 4.2.6 Changing a Hazards Status

When a hazard is recorded the **Status** of the hazard will be automatically set to **Presumed** (shown at the top right of the **Hazard** form – see figure 4.2.1).

The **Status** can be changed by selecting the **Status/History** button. This will activate the **Hazard Status** form (figure 4.2.5). Change the status via the drop-down menu on the new status field. Click **OK** and the status at the top of the **Hazard** form will be updated.

The Status can also be changed automatically by selecting either **Hazard Confirmed** or **Hazard Not Detected** on the **Samples** tab (see section 4.3), or by confirming an **Asbestos Type** on a **Risk Assessment** (see section 4.4)

Event Time	Description	Who
20/09/2005 12:41	Status set to Presumed	System Manager
20/09/2005 12:41	Status set to Hazard Not Detected	System Manager
20/09/2005 12:41	Status set to Presumed	System Manager
06/09/2005 12:16	Status set to Hazard Confirmed	System Manager
06/09/2005 11:44	Action 'ACT00031' Created	System Manager
06/09/2005 11:43	Action 'ACT00030' Created	System Manager
06/09/2005 11:39	Status set to Presumed	System Manager
06/09/2005 11:38	Status set to Hazard Confirmed	System Manager
06/09/2005 11:32	Risk Assessment 'HAZ00096/001' Created	System Manager
06/09/2005 11:31	Sampled on 06/09/2005.	System Manager

Figure 4.2.5

## 4.2.7 Editing a Hazard

To edit a **Hazard**, highlight the hazard from the **Survey Items** tab on the **Hazard Survey** form. Select the **Edit** button. This will activate the **Hazard** form.

Alternatively, select the **Register** folder from the list view on the main tf. facility screen. This will list all the hazards that have been recorded. Highlight a **Hazard** from the right pane, right click the mouse and select **Edit** from the context sensitive menu.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

## 4.2.8 Deleting a Hazard

To delete a hazard, highlight the **Hazard** from the **Survey Items** tab on the **Hazard Survey** form. Select the **Delete** button. This will activate the **Hazard** form. A message will ask you to confirm your deletion.

Alternatively, select the item from the **Register** folder on the list view. Right click the mouse and select **Delete** from the context sensitive menu.

***Note:** Any records associated with the hazard, e.g. samples or inspections, will also be deleted.*



#### **Hint**

A **Hazard** can also be added via the **Register** folder. This may be useful for recording independent hazards, when a survey is not required. Select the **Register** folder from the hazard type on the tree on the main screen. In the right pane, right click the mouse and select **new** from the context sensitive menu.

## **4.3 Samples**

### **4.3.1 Introduction**

A sample of the hazard can be collected and recorded on the **Sample** tab of the **Hazard** form. Each sample should be labelled and given an Identification number, which can also be inputted on the form. Once a sample has been taken, details of the analysis of the sample can also be recorded on the **Sample** form

### **4.3.2 Adding a Sample**

To add sample details to a **Hazard** click on the **Sample** tab of the Hazard form (see figure 4.3.1)

Figure 4.3.1

Select an option from the **Sample Required** drop-down (**Yes**, **No**, **Taken**). This is mandatory and is defaulted to **No** until it is amended.

Enter the **Sample ID**, **Origin of Sample** and **Sampled On** date if desired. The **Sampled By** field will be automatically populated only if a **Sampler** has been selected on the **Hazard Survey** form. If not, select a sampler via the ellipsis button to the right of the field. All these fields are optional.

Once a sample has been analysed the **Analysed On** date and **Analysed By** field can be selected. Again these fields are optional. Enter any details on the **Analysis** in the text box available.

An **Asbestos Type** can be selected from the drop-down menu. Once this has been selected the **Hazard Confirmed** checkbox will be available. By ticking the hazard as **Hazard Confirmed** or **Hazard not detected** this will automatically update the status of the **Hazard** item. The **Asbestos Type** field will also be automatically populated if an **Asbestos Type** has been recorded as part of the **Risk Assessment** (see section 4.4). If an **Asbestos Type** is entered and the **Hazard Confirmed** checkbox is not ticked a message will ask if the status should be updated once the **Save** button is pressed.

Once details have been added to the tab, Select the **Save** button

### 4.3.3 Samples Folder

This folder lists every sample recorded against every hazard (fig 4.3.2). Use the **Detail** drop-down menu on the toolbar at the top of the screen to view more columns. The samples can be edited from this folder (see below).

To sort by a particular column, click on the column header, e.g. Action ID.

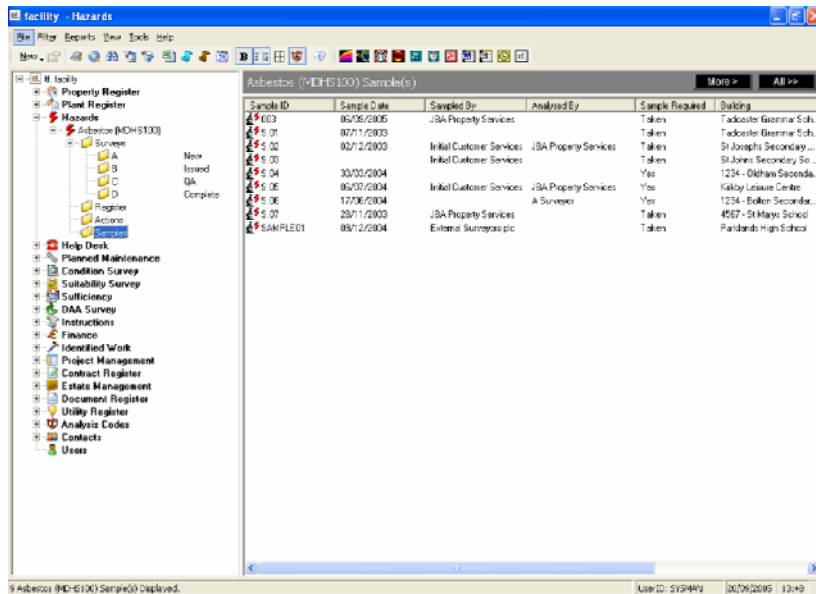


Figure 4.3.2

### 4.3.4 Editing a Sample

To edit a sample select the **Samples** tab from the **Hazard** form, amend the data and **Save** the form.

Alternatively, select the **Samples** folder from the list view. Highlight the action form the list in the right pane and select **Edit** from the context sensitive menu.

## 4.4 Risk Assessments

### 4.4.1 Introduction

Once a sample has been taken a **Risk Assessment** may be required to assess the degree of risk of the hazard. The **Material Assessment** section of the form allows you to identify the high-risk materials. And the **Priority Assessment** identifies the management priority, determined by the extent of the damage and the activities of the location.

## 4.4.2 Adding a Risk Assessment

Once a sample has been taken a risk assessment may be required. To add a risk assessment, select the **New** button on the **Risk Assessment** tab of the **Hazard** form. This will load the **Risk Assessment** form (figure 4.4.1).

**Risk Assessment**

Risk Assessment No:  ☐ Completed

Assessed On:

Assessed By:

Overall Assessment:  Category: A Risk: High Range: 15 - 9999

Comments:

Assessment | Actions

Material Assessment				
Category	Sub-Category	Risk	Comments	Score
Product Type	02 - AIB, mill boards, other low density insula	Medium		2
Extent of damage/deterior	03 - Medium damage: significant breakage (	Medium		2
Surface Treatment	04 - Unreated lagging and sprays	High		3
Asbestos Type	Amphibole asbestos excluding Crocidolite	Medium		2

Material Total:

Priority Assessment				
Category	Sub-Category	Risk	Comments	Score
Location				
Extent	02 - < 10m <sup>2</sup> or 10m pipe run	Low		1
Use of Location	02 - Storage	Low		1
Occupancy of the area	03 - Maintenance	Medium		2
Likelihood/frequency of m	04 - Often (Daly/Monthly)	High		3

Priority Total:

Figure 4.4.1

The **Risk Assessment No.** will be automatically populated but may be amended. This is a mandatory field.

Enter the **Assessed On** date, **Assessed By** and **Comments** fields if desired.

The Form must then be saved in order to activate the **Assessment** and **Actions** tabs. Complete the assessments as necessary. For each **Category** choose the related **Sub-Category** from the drop down menus, which are accessible by clicking the mouse in the **Sub-Category** field. This will automatically populate the **Risk** and **Score** fields. Each **Sub-Category** is an optional field.

If an **Asbestos Type** is selected as part of the **Risk Assessment** then it will be automatically populated on the **Samples** tab (see section 4.3).

The **Overall Assessment** field will be automatically populated and will be calculated from the **Material Assessment** or the **Material** and **Management** assessments combined. These options will be determined and set up by the systems administrator.

On the **Risk Assessment** form there is also the option to mark the form as complete by ticking the **Completed** check box. If ticked as complete, when the form is saved the message shown in figure 4.4.2 will be displayed.

**Note:** Once set to complete the **Risk Assessment** form cannot be edited.

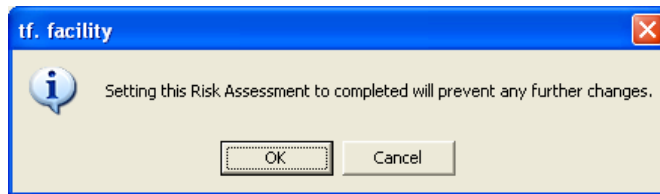


Figure 4.4.2

Any **Risk Assessments** will be displayed in a list on the **Assessment** tab of the **Hazard** form. The current assessment in the list will be in **Bold**. The tab will also display a summary of the current **Risk Assessment** (figure 4.4.3)

Category	Sub-Category	Risk
Product Type	02 - AIB, mill boards, other low density insulation boards	Medium
Extent of damage/deterioration	03 - Medium damage: significant breakage of material	Medium
Surface Treatment	02 - Enclosed sprays and lagging, AIB (with exposed)	Low
Asbestos Type	02 - Amphibole asbestos excluding Crocidolite	Medium
Location		
Extent	02 - < 10m <sup>2</sup> or 10m pipe run	Low
Use of Location	02 - Storage	Low
Occupancy of the area	03 - Maintenance	Medium

Assessment No	Assessed On	Assessed By	Comments
<b>HAZ00098/002</b>	<b>20/09/2005</b>	<b>External Surveyors plc</b>	
HAZ00098/001	20/09/2005	External Surveyors plc	

Figure 4.4.3

### 4.4.3 Adding Additional Assessments

Once an initial risk assessment has been recorded, further assessments may be required. Follow the instructions above for **Adding a Risk Assessment**. When the **New** button is selected the message shown in figure 4.4.4 will be displayed.

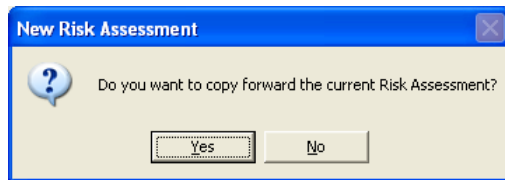


Figure 4.4.4

If **No** is chosen a blank assessment form will be displayed. Select **Yes** and a copy of the current risk assessment will be produced, which can be amended and saved as a new assessment. A new assessment will be automatically set to the current assessment, which will appear in bold on the list view of the **Assessment** tab (figure 4.4.3).

#### 4.4.4 Setting a Current Risk Assessment

One or more risk assessments may be recorded against a hazard. To make a risk assessment the current assessment, select the **Assessment** tab on the **Hazard** form. Highlight the **Risk Assessment** from the list and select the **Set Current** button. The current risk assessment will be in bold on the list.

***Note:** The last recorded assessment will be automatically set to the current risk assessment.*

#### 4.4.5 Adding an Action to a Risk Assessment

An action can be added to a risk assessment by selecting the **Actions** tab on the **Risk Assessment** form (see figure 4.4.1). Section 4.5 of this manual explains how to do this.

Any actions recorded against a risk assessment will also be displayed on the **Actions** tab of the **Hazard** form (see figure 4.5.1).

#### 4.4.6 Editing a Risk Assessment

To edit a risk assessment, select the **Risk Assessment** tab from the **Hazard** form. Highlight the risk assessment and select the **Edit** button. This will activate the **Risk Assessment** form.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

#### 4.4.7 Deleting a Risk Assessment

Highlight the **Risk Assessment** from the list on the **Hazard** form. Select the **Delete** button and a message will ask you to confirm your deletion.



## 4.5 Actions

### 4.5.1 Introduction

Actions can be created as measures that can be taken to combat the hazard. An action may be added on the **Actions** tab of the **Risk Assessment** form or on the **Actions** tab of the **Hazards** form (figure 4.5.1).

**Hazard - Asbestos (MDHS100)**

**HAZ00098** **Presumed**

Description: Thermal Insulation

Position: Underside of Roof

ID: 1234 ☒ ID Label Attached Next Inspection:

Risk Assessment: Category : B Risk : Medium Range : 10 - 14 Last Updated: 20/09/2005

Details Documents Sample Assessment **Actions** Inspections User Defined History

Action ID	Action	Priority	Target Date	Actual Date	Completed
<input checked="" type="checkbox"/> ACT00032	Encapsulate ...	Routine	20/09/2005		No

New... Edit... Delete

Delete Status/History... Technical Report... Save Close

Figure 4.5.1

## 4.5.2 Adding an Action

To enter an action, select the **Action** tab on the **Hazard** form and click on the **New** button. This will load the **Hazard Action** form (see figure 4.5.2). The **Upper Location** and **Location** fields will be automatically populated. Select an **Action** from the drop down menu and enter the **Target Date**. These are both mandatory fields.

The screenshot shows a 'Hazard Action' form window. At the top, the title bar says 'Hazard Action'. Below it, the form has a header area with the text 'ACT00032'. The form contains several input fields and dropdown menus: 'Upper Location' (Parklands High School - Block A), 'Location' (A13 - Classroom), 'Action' (03 - Encapsulate (paint or seal)), 'Target Date' (20/09/2005), 'Price Band' (03 - Over £1000), 'Cost' (100.00), 'Priority' (02 - Routine), 'Responsible Party' (empty), 'Action Owner' (System Manager), 'Completed' (checkbox), 'Actual Date' (empty), and 'Comments' (a large text area). At the bottom of the form, there are three buttons: 'Delete', 'Save', and 'Close'.

Figure 4.5.2

Complete the remaining fields if required: **Price Band**, **Cost**, **Priority**, **Responsible Party**, and **Action Owner**.

When the action has been carried out you have the option of ticking the **Completed** check box, entering the **Actual Date** of the completion and any additional **Comments**.

Operate the **Save** and **Close** buttons to exit the form. When the form is saved a unique **Action Id** will be automatically generated at the top of the **Action** form. The action will be displayed in the list on the **Actions** tab of the **Hazard** form and also on the **Actions** tab of the **Risk Assessment** form

**Note:** if an action goes beyond its target date for completion the record will appear red in the list view on the **Actions** tab and also on the list view of the **Actions** folder on the main tf. facility screen.

### 4.5.3 Actions Folder

An **Actions** folder is available on the main screen of tf. facility (see figure 4.5.3)

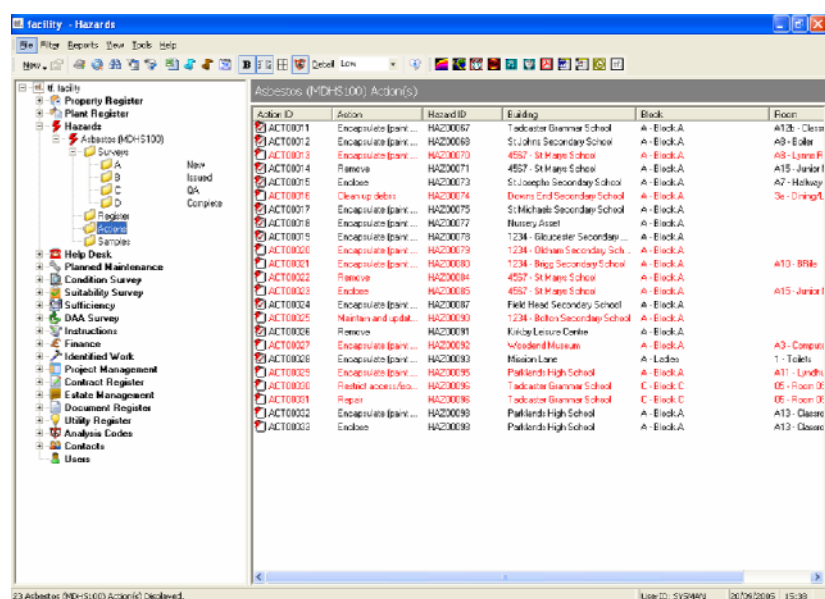


Figure 4.5.3

This folder lists every action recorded against every hazard. Use the **Detail** drop-down menu on the toolbar at the top of the screen to view more columns.

To sort by a particular column, click on the column header, e.g. Action ID.

### 4.5.4 Editing an Action

To edit an action select the **Actions** tab from the **Hazard** form. Highlight the action and select the **Edit** button. This will activate the **Hazard Action** form.

Alternatively, select the **Actions** folder from the list view. Highlight the action from the list in the right pane and select **Edit** from the context sensitive menu.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

### 4.5.5 Deleting an Action

To delete an action, highlight the action from the list on the **Actions** tab of the **Hazard** form. Select the **Delete** button and a message will ask you to confirm your deletion.

Alternatively, select the **Actions** folder from the list view. Highlight the action in the right pane, right click the mouse and select **Delete** from the context sensitive menu.

## 4.6 Inspections

### 4.6.1 Introduction

It is advisable that quality control checks are performed on work in progress at regular intervals. The software enables you to choose the frequency of the inspections and enables you to enter comments on each inspection. The inspections will be displayed in a list on the **Inspections** tab of the **Hazard** form, which will also display the date of when the next inspection is required.

### 4.6.2 Adding an Inspection

Click on the **Inspections** tab on the **Hazard** form to enter details of an inspection. Enter the number of times an inspection should take place in the **Frequency** field and select whether it should be **weekly**, **monthly** or **yearly**.

Operate the **Add** button and the **Hazard Inspection** form will be loaded (figure 4.6.1). Choose a **Surveyor** via the ellipsis button and enter the **Date** of the Inspection. These are mandatory field. Add any **Comments** if necessary.

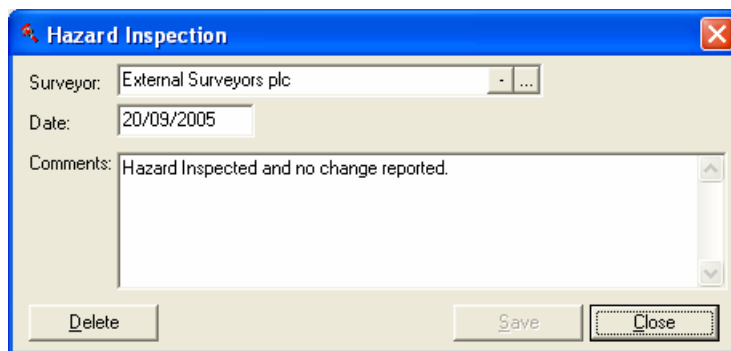


Figure 4.6.1

Click the **Save** and **Close** Buttons to exit the form and return to the **Inspections** tab. The inspection will be displayed in the list (see figure 4.6.2) and the date of the **Next Inspection** (based on the date of the inspection and the frequency) will be displayed in the top half of the **Hazard** form.

**Note:** if an Inspection date is overdue the hazard will appear red in the list view on the **Inspections** tab of the **Hazards** form.

**Hazard - Asbestos (MDHS100)**

**HAZ00098** **Presumed**

Description: Thermal Insulation

Position: Underside of Roof

ID: 1234 ☒ ID Label Attached Next Inspection: 20/09/2005

Risk Assessment: Category : B Risk : Medium Range : 10 - 14 Last Updated: 20/09/2005

Details Documents Sample Assessment Actions **Inspections** User Defined History

Frequency: 1 Year(s)

Date	Surveyor	Comments
20/09/2005	External Surveyors plc	Hazard Inspected and no change reported.

New... Edit... Delete

Delete Status/History... Technical Report... Save Close

Figure 4.6.2

### 4.6.3 Editing an Inspection

To edit an **Inspection**, select the **Inspections** tab from the **Hazard** form. Highlight the relevant Inspection and select the **Edit** button. This will activate the **Hazard Inspection** form.

When amendments to the data are made the **Save** button is enabled. Make the necessary changes to the form and operate the **Save** button. **Close** the form.

### 4.6.4 Deleting an Inspection

To delete an Inspection, highlight the inspection from the list on the **Inspections** tab of the **Hazard** form. Select the **Delete** button and a message will ask you to confirm your deletion.

## 5 No Access

### 5.1 Introduction

It may be useful to record rooms where access could not be gained. Rooms where access is prohibited can be added via the **No Access** tab on the **Hazard Survey** form, previously shown in figure 3.2.4.

### 5.2 Adding a No Access Record

On the **No Access** tab of the **Hazard Survey** form select the **New** button. This will activate the **No Access** form (figure 5.2.1)

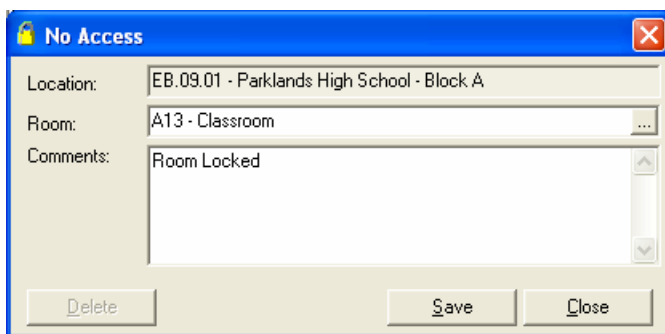


Figure 5.2.1

Select a **Room** via the ellipsis button to the right of the field. This is a mandatory field. Enter any **Comments** if necessary. **Save** then **Close** the form. The record will be displayed on the list on the **No Access** tab.

Enter any specific areas within rooms that were not accessible in the **Inaccessible Areas** text box on the **No Access** tab of the **Hazard Survey** form.

## 6 No Hazard

### 6.1 Introduction

If it is ascertained that a room does not contain any hazards (asbestos), the rooms can be recorded via the **No Hazard** tab on the **Hazard Survey** form, previously shown in figure 3.2.5.

### 6.2 Adding a No Access Record

On the **No Hazard** tab of the **Hazard Survey** form select the **New** button. This will activate the **No Hazard** form (figure 6.2.1)

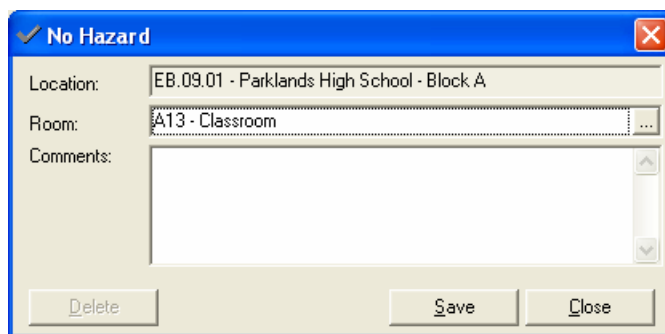


Figure 6.2.1

Select a **Room** via the ellipsis button to the right of the field. This is a mandatory field. Enter any **Comments** if necessary. **Save** then **Close** the form. The record will be displayed on the list on the **No Hazard** tab of the **Hazard Survey** form.

## 7 Reports

### 7.1 Technical Reports

A technical report can be produced for all hazards with a sample recorded. The report shows the current sample details along with any **Analysis**, **Risk Assessment** (current only) or **Action** details that have been recorded. The report will also display a document (if it is a picture file) that is set as default for the hazard (see section 4.2 **Adding a New Hazard**).

To produce a report, highlight the hazard from the **Register** category of the **Hazards** module. Right click the mouse and select **Technical Report** from the context sensitive menu. You then have the option of printing or previewing the selection.

To produce a report of all hazards with a sample click on the **All** button of the **Register** category to display all the hazard records. Highlight the first record then hold down the shift key and scroll down and click the last record. All the records will be highlighted. Right click the mouse and select **Technical Report**. The resulting report will show all hazard records that have a sample recorded against them.

### 7.2 System Reports

There are a number of **System Reports** for the hazard module. These can be accessed in the usual way via the **Reports** menu on the toolbar or the **System Reports** icon on the toolbar.



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